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NSLDS Loan Discharge Submittal Template Cover Letter

The National Student Loan Data System (NSLDS) is pleased to announce the availability for Guaranty Agency (GA) users to report Loan Discharge information to NSLDS. These enhancements enable Federal Student Aid (FSA) to track, display, and report Loan Discharge information for students who have outstanding Federal Family Education Loan Program (FFELP) loans.

The NSLDSFAP Web site (www.nsldsfap.ed.gov) is now enhanced with new functional features to allow authorized online GA users to update data for students who are granted Loan Discharge benefits for Title IV loans. The same GA users will also have the ability to upload and submit data using the NSLDS Loan Discharge Submittal Template, which is designed to be used with the Microsoft-Excel™ spreadsheet application.

The following steps outline the NSLDS Loan Discharge Submittal Template upload process:

1. Download the NSLDS Loan Discharge Submittal Template spreadsheet from www.fsadownload.ed.gov and save it to your computer's local hard drive.
2. Open the NSLDS Loan Discharge Submittal Template spreadsheet with MS-Excel, and if prompted, enable macros.
3. Review the Instructions worksheet for column descriptions and entry formats for each data element.
4. Add records to the Upload File worksheet with no more than 50 records/rows of data at a time.
5. Save the NSLDS Loan Discharge Submittal Template spreadsheet that contains the Loan Discharge information. Note: You can give the spreadsheet a new and unique name, if desired.
6. From the NSLDSFAP Web site, log on and click the **Loan Discharge Submittal** link. Enter the location of the File Name of the NSLDS Loan Discharge Submittal Template spreadsheet from the previous step.
7. Click the Loan Discharge File Submittal **Submit** button to upload and transfer your Loan Discharge data from the spreadsheet to the Loan Discharge Add page.
8. Modify/edit the data, as needed, and then click the **Submit** button to save the data to the NSLDS database.

If you have questions or need assistance, please contact the NSLDS Customer Service Center at 1-800-999-8219 or via e-mail at nslds@ed.gov.